

## **DIRECTIONS FOR SEMESTER GRADE CHECK**

Each term after grades are run, graduate coordinators will receive an email listing of those students in their program whose cumulative GPA is under 3.0. These lists are copied to chairs in case there should be a change of coordinators or a coordinator should be unavailable between academic terms. By 10 days after the next term begins (10 days into summer term for the spring low GPA list, 10 days into fall term for the summer list, 10 days into spring term for the fall list) the Graduate School will need your probation or dismissal form for each student.

My Illinois State permits students to access their grades immediately after posting, several days before the listing is available to email to you. If a student asks you about potential consequences of the low GPA before your listing arrives, you can review the student's grade history.

Students need the probation or dismissal information immediately because they may be required to enroll in a particular class as a condition of probation or make alternative financial arrangements for next semester if they can no longer be appointed as a graduate assistant. If they are dismissed from the degree program they may need to drop classes while there is still a possibility of some refund.

If there is a chance that the coordinator will not be able to check the computer and return the forms by 10 days after term begins, please make certain that another member of the graduate faculty will be available to do so. Please contact ([grad.degree.audit@ilstu.edu](mailto:grad.degree.audit@ilstu.edu)) with the name and email address of the faculty member who agrees to receive this report, fill out the forms, and send them to the Graduate School.

Before filling out the probation form please check the student's departmental file to see whether he/she is already on probation from last term. If so, fill out the "subsequent probation" section of the probation form and attach a copy of the original probation form.

A new form is required at the end of each semester that the cumulative GPA was under 3.0, even if the time limit on the original terms of probation has not yet expired, because a change in the student's GPA or course schedule during the first semester on probation may make it impossible to meet the original terms.

If the student has run out of time or can no longer meet the original conditions (for instance, grades dropped in semester one of a 2 semester probation to a point where it is mathematically impossible to meet the conditions by semester two, or student failed to take a prescribed course last semester and it is not offered this semester) the advisor needs to file a dismissal form unless the Graduate School approves an exception.

Continuing students whose cumulative graduate GPA is below 3.0 are not permitted to hold assistantships. Requests for such appointments are automatically blocked at HR. In exceptional circumstances the department may request an exception from the Graduate School.

Exact terms of probation must follow 1240 Academic Good Standing regulation guidelines.

#### 1240 ACADEMIC GOOD STANDING

A student must remain in good standing during the entire enrollment in graduate studies at the university. Good standing includes maintaining a minimum 3.0 GPA, satisfying any program-specific requirements for good standing, and making satisfactory progress to degree. Students who fail to meet this requirement will either be dismissed from graduate studies or placed on academic probation by the Graduate School; the department/school must inform the Graduate School which action is being recommended. A student may be placed on probation for a time period not to exceed 9 semester hours. A student who fails to return to good standing by the end of this recommended time will be dismissed from graduate studies. A student must be in good standing to be admitted to candidacy for a degree or to graduate.

When calculating the terms of probation given to a student, advisors will need to consider the effect of repeated courses on the graduate GPA. See Regulation 1235 Repetition of Course(s) Requirements.

#### 1235 REPETITION OF COURSE(S) REQUIREMENTS

If a student completes a course or drops a course after the tenth day of classes receiving a grade of WX, he or she may repeat that course once. For students receiving a letter grade of B, C, D, or F the course repetition must occur at Illinois State University. When a course has been repeated at Illinois State University, the most recent grade (A, B, C, D, F, WX) that the student earns will replace the previous grade in the cumulative GPA calculation. A grade of WX will not replace the previous grade. The previous grade will not be removed from the student's transcript, and only the credit hours from the last attempt can be used toward meeting minimum hourly requirements toward degree completion. Requests for a third or subsequent enrollment for a course are initiated with the student's advisor. The advisor then reviews the request and forwards it to the Graduate School for review and a decision. This regulation does not apply to general courses or those courses marked repeatable.

Some courses may be taken for credit more than once. These courses are indicated in the catalog by "multiple enrollments allowed" or "multiple enrollments allowed up to a maximum of x hours," and these courses are exempt from the repeat policy stated above and grades cannot be replaced. For courses such as these, a separate grade is recorded for each enrollment and each grade (A, B, C, D, or F) is counted toward the student's GPA. Later grades do not replace earlier grades for courses of this type.